

Job Description
Communications Assistant
Part time, 21 hours per week

Summary:

The Communications Assistant promotes SCCSS's mission, programs, events and other activities internally and externally. The Communications Assistant ensures all stakeholders know who we are, what we do and how to get involved. This requires a solid understanding of our stakeholders, the creation of relevant and compelling messaging, delivering that messaging through a variety of communications channels including social media, websites, newsletters, press releases, etc. The Communications Assistant works closely with and reports to the Community Partnership Manager.

Key Duties and Responsibilities:

- Collaborates on and implements a communications plan that tells our story.
- Ensures branding is consistent across the organization.
- Updates and manages the SCCSS website.
- Updates and keeps all social media active and keeps current on communication trends.
- Creates, writes, edits and distributes the e newsletter, brochures and other communication materials.
- Supports the development of the Annual Report.
- Supports Community Partnership programs and special events.
- Maintains a sense of urgency, diplomacy and timeliness when responding to requests.
- Stays current with SCCSS programs and services.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.
- Supports the mission, vision and values of SCCSS and adheres to all policies.

Qualifications:

- One to two years of related experience plus a certificate or diploma in communications or design from a recognized program or the equivalent in education and experience.
- Strong working knowledge of the scope of strategic communication principles and practices, and how they are developed and implemented.
- Demonstrated experience in the design and delivery of internal and external communications.
- Familiarity with the culture of a non-profit environment.
- Graphic design and photography experience are required.
- Exceptional command of English grammar, spelling and punctuation with strong written and verbal communication skills.
- Excellent working knowledge and experience using social media as a communication tool.
- Strong computer skills in Microsoft Office suite.
- Demonstrated ability to teach others how to make the best possible use of communication tools.
- Experience working with diverse populations.
- Demonstrated cultural competency.
- Excellent interpersonal skills able to adapt communications to a wide audience.

- Excellent organizational and time management skills.
- Ability to work under pressure and manage multiple projects and deadlines.
- A flexible schedule for occasional evening and weekend events.
- Experience working with diverse communities is an asset.
- Successful results of criminal records check.
- Valid driver's license and reliable vehicle is required for meetings and events across the Coast.

Working Conditions

This position works in an office environment with time spent at various locations (indoors and outdoors) for different events and to provide support to volunteers and staff.

Physical Requirements

Lifting and moving of supplies, office supplies and other related equipment.
Moving of furniture such as setting up tables and chairs.